

CITY OF FIRCREST, WASHINGTON

POSITION DESCRIPTION

Class Title: Assistant Planner/Permit Coordinator
Department: Community Development
Representation: N/A
Salary: \$5,092 - \$6,499 per month, DOQ
Overtime Eligible



First Review of Applications: May 19, 2025

Position Open Until Filled

POSITION SUMMARY:

Under the general direction of the Community Development Director, the Assistant Planner/Permit Coordinator oversees the construction and land use plan submittal, approval, and permit issuance process. Performs a variety of complex and routine technical work in the processing and issuance of permits, plan reviews, and inspections. Receives, investigates, researches, and resolves citizen questions, complaints, violations, and issues related to building code compliance, land use, signage, nuisances, site development, and other related ordinances.

ESSENTIAL FUNCTIONS include but are not limited to:

- Manage City endorsements and review general business licenses, home occupation licenses, and transient merchant licenses.
- Perform a variety of complex and routine technical work in the processing and issuance of permits, plan reviews, and assignment of inspections.
- Coordinate the provision of efficient and effective service delivery through close attention to detail in written correspondence to both internal City staff and external applicants. Produce written work following the approved style guide.
- Manage and oversee the building construction application approval process, permit issuance, plan submittals, plan processing, fee assessment, and payment processing.
- Receive planning and building permit intake submittals from developers, builders, and the public. Review permits, applications, and plans for completeness; answer general, specific, and routine questions relating to permit applications, hearings, appeals, and inspections.
- Ensure timely processing of plans, permits, and applications; manage and coordinate the routing and tracking of plans to various departments and outside agencies for required reviews and clearances; and perform follow-up phone calls to ensure timely responses from other departments and agencies.
- Receive code questions regarding International Building Codes and land use regulations at the counter, by email, or over the phone and forward them to the relevant department.
- Assist in coordinating the permitting process with the Community Development Director, Public Works Director, Building Official, plan reviewers, inspectors, and other City staff.
- Participate in and schedule pre-application meetings with applicants and development team.
- Assist in scheduling requests for field inspection and maintain an inspection activity log.
- Coordinate and maintain a calendar of hearing dates, deadlines, and inspections.

- Maintain accurate and timely records of all paper and digitized building and planning permits and files, including but not limited to maps, plans, inspection records, application forms, hearings, and appeals.
- Attend evening Planning Commission meetings as needed, prepare draft agenda packet per approved style guide, and take and transcribe meeting minutes.
- Respond to citizen concerns and complaints. Contact complainants to verify and investigate violations.
- Perform site visits on code enforcement issues.
- Perform a variety of complex and routine work related to the code enforcement process, including the issuance of letters and violations, with strong attention to detail. Initiate contact with property owners to seek a resolution.
- Work to maintain proper due process in violation mitigation and abatement. Prepare and maintain records, reports, and files using approved style guide; prepare and issue notices of violation per adopted municipal code ordinances and procedures.
- Prepare and maintain records, reports, notices, and files for various cases, appeals, code changes, and court cases.
- Assist with programs to educate property and business owners on pertinent ordinances, seeking voluntary efforts to improve the image of the community.
- Enter all permits and inspections into the permitting software program.
- Backup the Passport Specialist as needed and maintain certification as a Passport Acceptance Agent with the Department of State.
- Perform other related duties as assigned.

AUXILIARY DUTIES:

An employee in this classification is expected to routinely perform other duties as assigned that would typically be performed by an employee in a position within this classification or lower. On occasion, an employee in this classification may perform the duties of an employee in a higher classification.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- High School Diploma or GED Equivalent; and
- Two (2) full years of college-level course work or graduation from an accredited business training program; and
- A minimum of one (1) year of experience as an assistant planner, code enforcement officer, permit coordinator/technician, or similar position; or
- Two (2) years of full-time experience in construction, utility, or civil engineering work directly involving plans, specifications, permits, and related activity, of which at least one (1) year involved public contact.
- An equivalent combination of experience, education, and training may be substituted to provide the desired level of skills, knowledge, and ability required to perform the essential duties and responsibilities of the position.

Necessary Knowledge, Skills, and Abilities:

Knowledge of:

- Advanced knowledge of Microsoft Office applications, including Word and Excel.
- Working knowledge of GIS software and permit tracking and processing software.
- Strong knowledge of business English, grammar, composition, spelling, and punctuation.
- Working knowledge of International Building Codes and land development regulations.
- Knowledge of federal, state, and local laws, codes, and ordinances related to code enforcement and those concerning environmental issues, as well as health, safety, and sanitation for buildings and property.
- Knowledge of methods and practices for all phases of commercial and residential construction.
- Knowledge of research methods and report writing techniques.
- Knowledge of modern office practices and procedures.
- Knowledge of local government organization and operations.

Ability to:

- Ability to communicate clearly, concisely, professionally, and courteously, utilizing effective written and verbal communication skills.
- Ability to establish and maintain effective working relationships and work positively and professionally with other employees, supervisors, contractors, suppliers, and the public.
- Ability to work independently and demonstrate sound judgment and initiative.
- Ability to read and understand complicated plans, maps, and data.
- Ability to interpret and apply federal, state, and local policies, laws, and regulations.
- Ability to work under pressure with frequent interruptions and in stressful situations.
- Ability to implement new and updated programs and procedures.
- Ability to perform detailed processes with accuracy and timeliness under deadlines.
- Ability to work independently in the investigation and research of less complex issues.
- Ability to identify problems and recommend solutions.
- Ability to conduct a variety of fieldwork and inspections of minor construction projects and code enforcement issues.
- Ability to demonstrate proficiency in utilizing computers and software required for the job.
- Ability to tactfully handle and maintain confidentiality of records and information.
- Ability to exhibit a strong commitment to internal and external customer service.
- Ability to maintain predictable and regular attendance.
- Ability to maintain a sense of humor and positive attitude.
- Ability to present a positive, friendly image to the public using tact and courtesy.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Valid Washington State Driver's License or ability to obtain upon employment.
- Must have a driving history acceptable to the City and maintain an insurable driving record.
- Must obtain certification as a Passport Acceptance Agent with the Department of State.

SUPERVISION:

Work is performed under the general supervision of the Community Development Director. This position does not supervise others.

TOOLS AND EQUIPMENT USED:

Work involves using a personal computer, Microsoft Office applications, other job-specific software, copier, printers, calculator, fax machine, multi-line phone system, other general office equipment, mobile or portable radio, automobile, and pickup truck.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

The work environment and physical demands described here represent those that an employee must meet to perform the essential functions of this position successfully.

Work is typically performed in a fast-paced office environment. Work involves moderate noise typical of an office environment, including ringing phones, multiple conversations, and operating office machines. There may be possible interactions with irate or difficult individuals.

Work involves sitting for long periods and the ability to talk or hear. Hand-eye coordination is necessary to operate computers and office equipment, and using hands is needed to reach, handle, grasp, feel, or operate objects, tools, or controls. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is occasionally required to stand, reach, walk, stoop, kneel, crouch, or crawl. The employee must occasionally lift or move up to 25 pounds.

Work may occasionally be performed in the field, including inspection of minor construction projects and investigation of code enforcement issues, and involves driving to the site(s). Field conditions may involve high-level noise, dust or mud, moving vehicles or machinery, and cold and/or wet weather. Employees will be required to wear safety protective gear when necessary.

SELECTION GUIDELINES:

Formal application, rating of education and experience, oral interview and reference check, and job-related tests might be required.

ADDITIONAL INFORMATION:

Reasonable accommodation will be made as required by the Americans with Disabilities Act to enable a person with a disability to perform the essential functions of this position.

The City is an Equal Employment Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, marital or veteran status, gender identity, or any other legally protected status. Applicants requiring reasonable accommodation for the application and/or interview process should notify us immediately.

This job description does not constitute a contract of employment between the City and the employee and is subject to change as the City's needs or job requirements change.

This job description in no way implies that these are the only duties to be performed and is intended only to provide a general description of duties performed by an employee in this classification. The employee occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisors. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

BENEFIT INFORMATION:

The City offers a comprehensive package of benefits for our employees. Benefits include medical, vision, dental, and orthodontia insurance for you and your family; choice of WA State Department of Retirement Systems PERS Plan 2 or Plan 3 pension for general employees or LEOFF 2 for Police; and choice between two voluntary deferred compensation programs. We offer ample time off, including 11 paid holidays, a personal holiday, vacation and sick leave, compensatory time and overtime options, an Employee Assistance Program, and a fitness reimbursement plan.

The City of Fircrest creates an environment that supports wellness practices that enhance the quality of life for City employees and encourage participation in an employee wellness program. As a result, the City is a recipient of the Association of Washington Cities Well City Award.